



Defense Travel Management Office



Welcome to P-300 Compliance Tool Administration



Class Overview

Topic: Compliance Tool (CT)
Administration

Target Audience: Compliance Tool
Administrators participating in the
CT pilot

Time: 45 minutes

Pre-Requisites: None



Technical Issues?

- **AUDIO GAPS**
- **SLOW SCREEN CHANGES**
- **DISCONNECTS**

- ✓ ***Exit class***
- ✓ ***Close all other software applications***
- ✓ ***Log back into class***
- ✓ ***Check with local IT staff***

If problem persists, call the DISA Help Desk:



Attendance Credit

ADOBE® CONNECT™

SELECT: GUEST

T-106 TAC & TraX Overview

☒ Enter as a Guest

Name

☐ Enter with your login and password

ENTER:

- FULL NAME
- SERVICE or AGENCY INITIALS ONLY
- KEEP IT SIMPLE

EXAMPLES:

- Lynn Green / USA
- John Blue / USAF
- Betty Silver / DISA
- Dave Brown / USN
- Barb Yellow / DFAS
- Greg Orange / USMC

[Help](#)

IMPORTANT
To be able to enter DCO Connect rooms, your machine must:
1. Comply with DoD best practices to ensure your certificates are valid.
Windows users can use the InstallRoot tool at [http://www.dco.mil/InstallRoot](#)

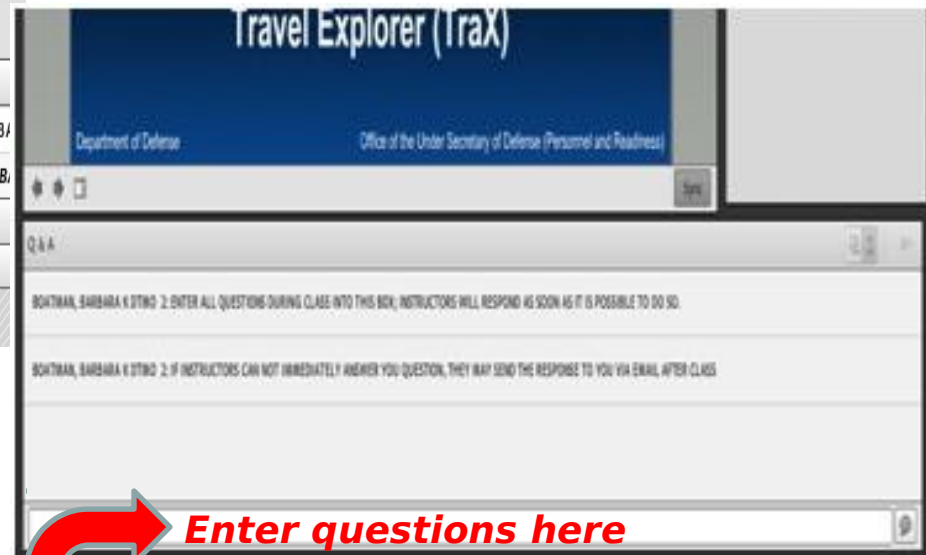
For a password reset or locked account problem, please email: disa.columbus.esd.mbx.dco-account-reset@mail.mil

For all other issues email: disa.columbus.esd.mbx.gig-es-sup@mail.mil

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Communicating in Class



**Use chat box for all questions
Most answered during class**

- **Some need post-class follow up**



Training Objectives

- Compliance Program Background
- Functionality of Compliance Tool (CT)
- Role of Compliance Tool Administrator (CTA)



Compliance Program Background

- Mandated by National Defense Authorization Act (NDAA) for Fiscal Year 2012
- Compliance Tool reviews all DTS vouchers for compliance with DoD travel policy

Public Law 112–81
112th Congress

An Act

Dec. 31, 2011
[H.R. 1540]

National Defense
Authorization
Act for Fiscal
Year 2012.

To authorize appropriations for fiscal year 2012 for the Department of Defense, for military construction for the Department of Energy, to prescribe military construction for the year, and for other purposes.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,

SECTION 1. SHORT TITLE.

This Act may be cited as the “National Defense Authorization Act for Fiscal Year 2012”.

SEC. 2. ORGANIZATION OF ACT INTO DIVISIONS.

(a) DIVISIONS.—This Act is organized as follows:

- (1) Division A—Department of Defense
- (2) Division B—Military Construction

“§ 463. Programs of compliance; electronic processing of travel claims

“(a) PROGRAMS OF COMPLIANCE.—The administering Secretaries shall provide for compliance with the requirements of this chapter through programs of compliance established and maintained for that purpose.

“(b) ELEMENTS.—The programs of compliance under subsection (a) shall—

“(1) minimize the provision of benefits under this chapter based on inaccurate claims, unauthorized claims, overstated or inflated claims, and multiple claims for the same benefits through the electronic verification of travel claims on a near-time basis and such other means as the administering Secretaries may establish for purposes of the programs of compliance; and

“(2) ensure that benefits provided under this chapter do not exceed reasonable or actual and necessary expenses of travel claimed or reasonable allowances based on commercial travel rates.



Scope of Compliance Tool Pilot

Compliance Tool scans DTS vouchers for:

- OCONUS foreign lodging tax
 - Should be included as part of per diem rate
- OCONUS laundry
 - Military and civilians ineligible for claiming
- Duplicate lodging
 - Due to claiming lodging in Per Diem Entitlements section and as a non-mileage expense
 - Does not impact Dual Lodging claims



How the Compliance Tool Works

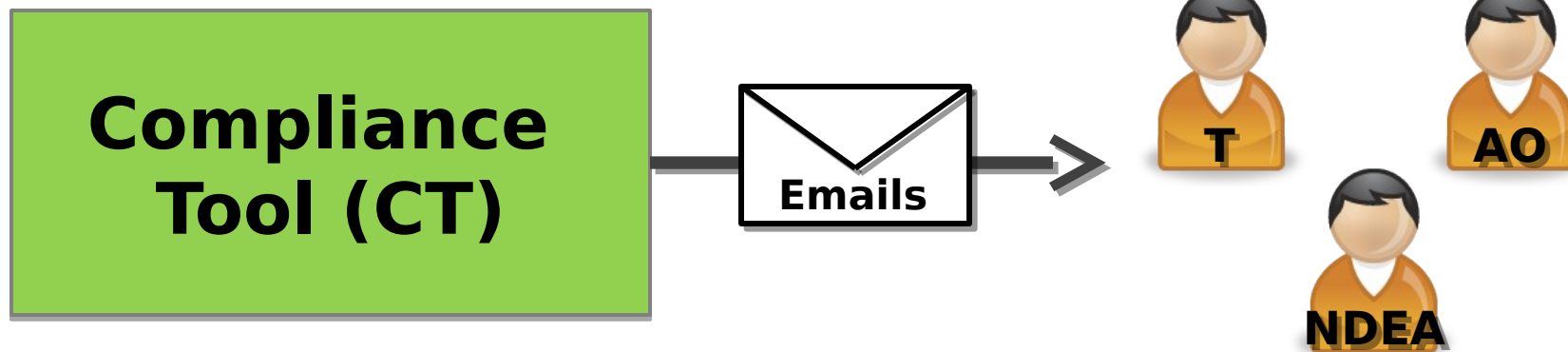
Compliance Tool (CT)



- CT queries DTS for vouchers containing policy violations (errors)
- CT creates a record
 - One voucher to one record
 - One record may contain multiple errors
 - Records classified by DTS organization



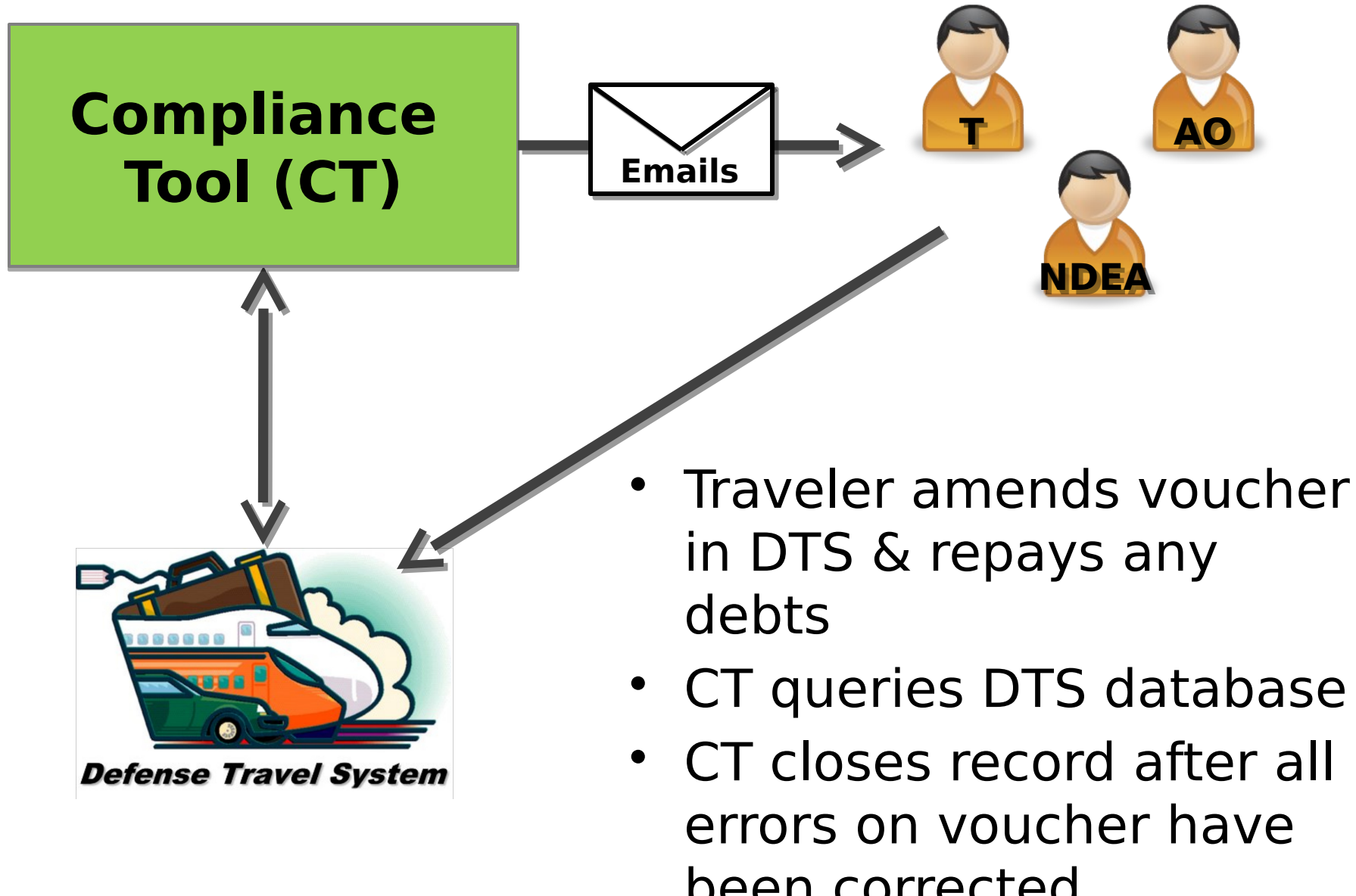
How the Compliance Tool Works



- When CT creates a record, it sends an email to:
 - Traveler
 - Authorizing Official (AO)
 - Non-DTS Entry Agent (NDEA) – if applicable
- Records not corrected in 30 days receive reminder emails from CT



How the Compliance Tool Works





Questions?





Role of CTA

- Reviews records/errors for organization
 - Includes any sub-organizations
- Ensures errors are corrected in DTS
- Runs reports from CT
- Grants CT access to others
- Other responsibilities, per local business rules



Component-specific Procedures

- Check with your leadership regarding:
 - Required frequency of accessing the CT
 - Timeframe for travelers to resolve errors
 - Administrative actions against a traveler/AO that has not corrected an error
 - Reporting requirements
 - Requirements before granting access to a new CTA



Accessing the Compliance Tool

DTMO Passport Account Login

Login/E-Mail Address

Password

 **Password Login**

 **CAC Login**

 **Forgot Your Password?**  **Login Help**  **Register**

Passport Access

  **Secure Communications Portal** **Compliance Tool**



Compliance Tool Homepage



DEFENSE TRAVEL MANAGEMENT OFFICE
THE DOD CENTER FOR TRAVEL EXCELLENCE



Generate Reports



My Working List



Admin

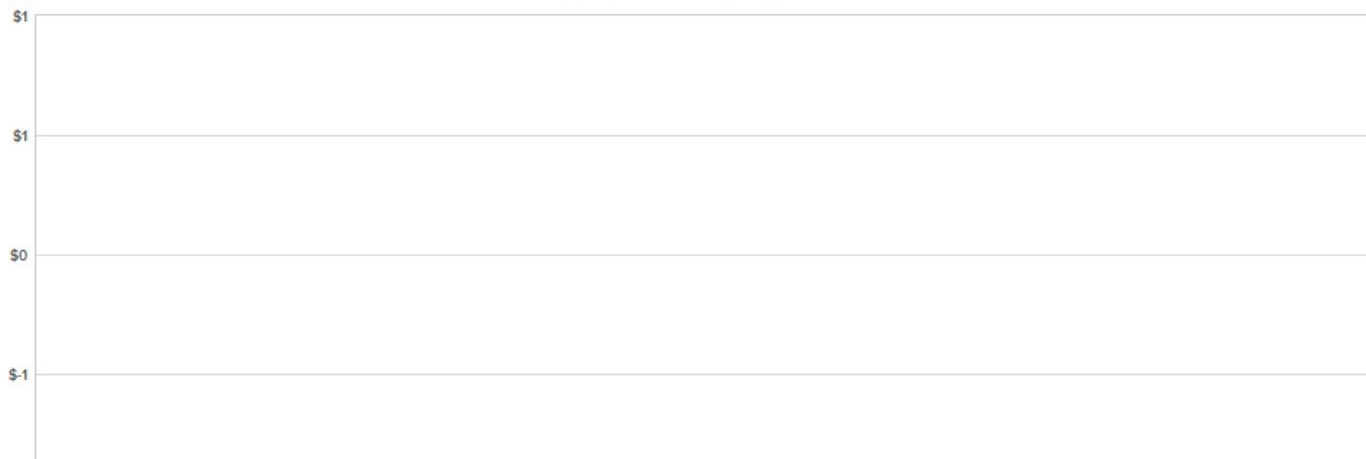


Tutorials

Funds Recovered

\$0.00

Funds Recovered Over 12 Months





Shortcut Options

- DTMO Passport
- Home
- Generate Reports
- My Working List
- Admin
- DTS
- Logout





Generate Reports

DTS TANUM	<input type="text"/>		
Total Error \$ Range	<input type="text"/>	<input type="text"/>	
CT Record Status	<input type="text" value="Any Status"/>		
Error Status	<input type="text" value="All"/>		
Error	<input type="text" value="All"/>		
DTS Org	<input type="text"/>		
Fiscal Year	<input type="text" value="▼"/>		
Date Range	<input type="text" value=""/>	<input type="text" value=""/>	
Traveler	<input type="text"/>	<input type="text"/>	<input type="text"/>
NDEA	<input type="text"/>	<input type="text"/>	<input type="text"/>
Approving Official	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="VIEW RESULTS"/> <input type="button" value="CLEAR FILTER"/>			



Error Statuses

Error Status	Explanation
Pending	Amended voucher has not been approved
Awaiting Collection	Traveler is in debt process
Partially Collected	AOC received in DTS, but not total amount in CT record
Collected	AOC received in DTS and total cost of debt satisfied
Corrected	Voucher has been amended and no repayment needed
Waiver/Appeal Requested	Waiver/Appeal requested as part of traveler's due process
Waiver/Appeal Granted	Waiver/Appeal granted as part of traveler's due process
Out of Service	Traveler has left the government and debt is \leq \$225.00
Administrative Error	Item incorrectly entered on voucher; no action required
\$10 or Less	Total cost of error(s) on record is \leq \$10.00; no action required
AO Repaid*	AO paid debt, but no AOC received in DTS
Traveler Repaid*	Traveler repaid debt, but no AOC received in DTS
On Hold*	Further research is required
No Error*	Traveler disputed error and error is vacated

*Statuses manually applied by CTA



Administrative Error / \$10.00 or Less

- Compliance Tool automatically:
 - Creates a record
 - Sends an email to the traveler and AO
 - Closes the record
- No action required by:
 - Traveler
 - AO
 - NDEA (if applicable)
 - Compliance Tool Administrator
 - Record will remain on Compliance Tool reports



Generate Reports - Search Results

[BACK TO REPORT SEARCH](#)

P



DTS

Displaying 180 Results

Create Excel/CSV File

Status	Age	TANUM	DTS Org	People	Errors	Error Amt
Open	days	F12L03	DFORG1	TRAV Beckton, N. AO Hyman, J.	2	\$-741.39
Open	days	F23D05	DFORG2	TRAV Beckton, N. AO Hyman, J. NDEA Baker, N.	3	\$-704.00
Open	days	F13L03	DFORG1	TRAV Thomas, L. AO Boykin, J.	3	\$-212.52
Open	days	F23T02	DFORG2	TRAV Painter, V. AO Malleck, R.	3	\$-200.00
Open	days	F23L05	DFORG2	TRAV Hopkins, A. AO Boone, G. NDEA Bent, D.	3	\$-196.16
Open	days	F13T01	DFORG1	TRAV Bonner, D. AO Evans, D.	3	\$-195.90
Open	days	F13D03	DFORG1	TRAV Malleck, R. AO Painter, V.	3	\$-163.55



Error Details

days

F12LOG

DFORCE1

OPEN

Errors (\$163.55)

TANUM: F13D03

days

Contacts

DTS Information

days

TRAVELER

Name

Ryan Mallett

DTS Profile Email

ryan.mallett@dod.mil

DTS Profile Work Phone

703555XXXX

DTS Profile Org

DFORCE1

Updated Email


This does NOT update DTS


Updated Phone


This does NOT update DTS




Contacts


 **Contacts**

 **DTS**

 **Errors (\$163.55)**

 **Errors (\$163.55)**

TRAVELER

Name	Ryan Malleck
DTS Profile Email	ryan.malleck@cdclmil
DTS Profile Work Phone	7035550033
DTS Profile Org	DFORC1
Updated Email	<input type="text"/>
Updated Phone	 <div>This does NOT update DTS</div>

AUTHORIZING OFFICIAL

Name	Vince Palmer
DTS Profile Email	vince.palmer@cdclmil



DTS Information

[Contacts](#)[DTS](#)[Errors \(\\$163.55\)](#)[Errors \(\\$-163.55\)](#)

DTS INFORMATION

TANUM

F13ID09

Document Name

ADRAMSTEINABF081111_V01

Document Type

Voucher

Travel From

LAS VEGAS, NV

Travel To

HONOLULU, HI

Travel Start Date

12/22/2010

Travel End Date

01/04/2011

DTS Status

ARCHIVE ACCEPTED

Issued Through DTS



Errors

OPEN

TANUM: F13D03

Contacts

DTS Information

Errors (\$163.55)

Notes

ERROR: OCONUS FOREIGN LODGING TAX (78.01)

System Status: Pending

Manual Status

None

Original Due US Amount: \$78.01

Manually Adjusted: \$0.00 CR

Adjusted Amount: \$78.01

Amount Collected: \$0.00 CR

Current Amount Owed \$78.01

Save Changes

ERROR: DUPLICATE LODGING (14.34)

System Status: Pending

Manual Status

None



Manual Statuses

- AO Repaid
 - AO accepted pecuniary liability and repaid debt
- Traveler Repaid
 - Traveler amended voucher, but no Advice of Collection received from DTS
- On Hold
 - Research is required
 - Stops reminder emails
- No Error
 - Result of traveler disputing the error
 - Follow local business rules on dispute process

None
AO Repaid
Traveler Repaid
On Hold
No Error



Notes

OPEN

TANUM: F13D03

Contacts

DTS Information

Errors (\$163.55)

Notes

HISTORY

(DECEMBER 12, 2012 16:05 ET) Traveler inquired about how to amend a voucher to remove the OCONUS laundry expense. Amendment completed and is awaiting AO approval.

ADD COMMENT

Add Comment



Questions?





My Working List

- Helps locate records that require more attention
- Selecting a record provides same functionality as Generate Reports (e.g., DTS

My Working List						
Displaying 5 Bookmarks						Create Excel/CSV File
Status	Age	TANUM	DTS Org	People	Errors	Error Amt
Closed	days	F22D03	DFORG2	TRAV Beamer, B. AO Randall, B.	2	\$0.00
Open	days	F23D05	DFORG2	TRAV Beckton, N. AO Hyman, J. NDEA Baker, N.	3	\$704.00
Open	days	F23T02	DFORG2	TRAV Painter, V. AO Malleck, R.	3	\$200.00



Admin Access - Overview

Follow your local procedures about granting access

- Records tied to a DTS organization
 - CT access includes access to any suborg records
- CT access independent of DTS org access
 - E.g., DTA that has DTS org access to DD14 not automatically given access to DD14's CT records
- Two types of CTA access:
 - Granting privileges for one or more orgs
 - No granting privileges



Granting Access

The screenshot shows a web application interface for granting access. At the top, there is a search bar containing the email address "joe.user@small.mil" and a "Search" button. Below the search bar, the title "Edit User's Access Level" is displayed, followed by a dropdown menu showing "Joe User".

The main content area is divided into two panels. The left panel, titled "DFCLY", contains a list of access levels: "DFCLY", "DFCLYSPW", "DFCLYSPWNOG", "DFCLYSPWNOGNOIS", "DFCLYSPWNOGNOIS", "DFCLYSPWNOGNOIS", "DFCLYSPWNOGNOIS", and "DFCLYSPWNOGNOIS". The right panel, titled "CURRENT USER ACCESS", shows the current access level "DFCLY" and a "Grant Access" checkbox which is checked.

On the right side of the interface, there is a sidebar with a "Help with" link, a "Coming Soon" message, and a "Your Current" section with a "CTA & A" link.



Granting Access

☒

AVAILABLE ORGS

[Select All](#) [UnSelect All](#)

DFCLY	GRANTED
DFCLY56FW	GRANTED
DFCLY56FWMDG	GRANTED
DFCLY56FWMDGAMDS	GRANTED
DFCLY56FWMDGCC	GRANTED
DFCLY56FWMDGDS	GRANTED
DFCLY56FWMDGMDOS	GRANTED
DFCLY56FWMDGMDSS	GRANTED
DFCLY56FWMSG	GRANTED
DFCLY56FWMSGCC	GRANTED
DFCLY56FWMSGCES	GRANTED
DFCLY56FWMSGCONS	GRANTED

CURRENT ORG ACCESS

[Select All](#) [UnSelect All](#) ☒ Grant Access:

DFCLY
DFORG1

Help with Granting Access

Coming Soon

Your Current CT Access

CTA Access Report



Class Summary

- Compliance Program is mandated by Congress
- Compliance Tool will:
 - Identify any vouchers with potential errors
 - Create a record to outline any errors
 - Notify traveler via email to amend voucher
 - Update the record based on actions taken in DTS
- CTAs should:
 - Consult their Component's local business rules regarding CT usage
 - Ensure that errors are corrected in a timely manner



Additional Resources

- Distance Learning webinars
 - T-225 - Itinerary Changes/Trip Cancellation in DTS
 - P-115 - Travel Policy while TDY
- Web-based training modules
 - Itinerary Adjustments
 - Travel Policies
- Document Processing Manual
 - Chapter 7.3 - Amending a Voucher
- TraX Knowledge Center
 - Answer ID 1575 - Compliance Tool Information Paper



Classroom Closing Lobby

Lobby set-up:

- o Instructor audio turned off
- o Questions answered for 15 minutes
- o Lobby stays open 60 minutes

Please help us improve this class:

- o Complete class evaluation
- o Provide feedback

Use the lobby resources:

- o Download class slides
- o Use links to DTMO website &



THANK YOU FOR ATTENDING DISTANCE LEARNING

**For a three month schedule of
DTMO distance learning classes**

**Go to the
DTMO Website > Training Resources Center**